



Raymond Village Library

A Department of the Town of Raymond

3 Meadow Road • Raymond, ME 04071
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www.raymondvillagelibrary.org

Job Title: Part-Time Library Assistant (Youth Services & Circulation)

Location: Raymond Village Library – Raymond, Maine

Hours: 15 hours per week

Pay: \$17.00–\$19.00 per hour, depending on qualifications

Benefits: Prorated sick and vacation time, one personal day

Position Summary

The Raymond Village Library is seeking a friendly, reliable, and community-oriented Part-Time Library Assistant to support both Youth Services and Circulation operations. This position plays a key role in providing excellent customer service, assisting patrons of all ages, and helping to deliver engaging programming for children and families.

Key Responsibilities

Circulation & Customer Service

- Provide front desk coverage, including checking materials in and out
- Assist patrons with library accounts, holds, and general inquiries
- Answer phones and provide basic reference and technology assistance
- Maintain an organized, welcoming public space

Youth Services Support

- Assist with planning and implementing youth programming
- Lead Saturday story times
- Support children's activities, crafts, and events
- Help maintain the children's area, including displays and collection upkeep

General Duties

- Shelve materials and maintain accurate organization of the collection
- Assist with basic technology support (computers, printing, etc.)
- Perform other duties as assigned to support library operations

Schedule Requirements

- Regular shifts on Fridays and Saturdays, 9:00 AM – 2:00 PM, and a Tuesday shift (hours to be determined)
- Flexibility to assist with coverage for planned staff absences, typically on Wednesday and Thursday mornings
- Occasional evening hours may be required for programs or events

Qualifications

Required:

- High school diploma or equivalent
- Strong customer service and communication skills
- Comfort working with children and the public
- Basic computer skills

Preferred:

- Bachelor's degree
- Experience working in a library or with youth programming

Ideal Candidate

The ideal candidate is approachable, adaptable, and enjoys working with people of all ages, especially children. They are comfortable multitasking in a small library environment and are willing to take initiative while also working as part of a team.

Equal Opportunity Employer

The Town of Raymond is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or any other protected status under applicable law.

How to Apply

To apply, please email a resume and cover letter to library@raymondmaine.org. Job will be posted until filled.